

CROWN Memorandum

Memo Number: 02-0025-GN

TO: ESRD Executive Directors, ESRD Data Managers

FROM: Matthew Leipold, Director, Division of ESRD Systems and Contract Management

Information Systems Group, OCSQ

DATE: November 14, 2002

SUBJECT: Revised Engineering Review Board (ERB) Process

The QualityNet infrastructure is continually expanding to meet the demands of its customers, supporting numerous projects for a variety of CMS organizations. The goal has always been to standardize the IT hardware and software infrastructure of the Quality Improvement Organizations to increase interoperability and reduce maintenance and support costs. The ESRD Networks are now being incorporated into this methodology.

In support of continuing product purchases and enhancements, the attached catalogue has been developed consisting of all standard SDPS equipment that is approved for purchase. Please use this catalogue as your reference for purchase requests.

Remedy's Action Request System (AR), currently used by the QIO community, will also be used by the Networks to initiate requests for new hardware and software (ERBs), maintain hardware and software inventories, and access the QualityNet Help Desk. Since the number of user licenses for AR is limited, the two previously designated QualityNet Help Desk Points of Contact (POC) will be the same two people who will initiate ERBs and maintain hardware and software inventory for the Network.

Upon receipt of an ERB request through the Remedy AR System, the Engineering Review Board consisting of IFMC engineers, Buccaneer engineers, ESRD engineers when necessary, and CMS representation will perform a technical review to be sure that a requested article will not negatively impact the overall QualityNet infrastructure. After review, the ERB team will forward the request and the ERB's recommendation to CMS for final approval/disapproval. CMS will review and return the documented ERB form to IFMC. At this point, IFMC will return the ERB to the QIO/ESRD Network.

If the ERB is approved, your organization will have ten (10) business days to submit a Purchase Order to IFMC, Arlene Sumpter, fax number 515-457-3793. Your Purchase Order must reflect the approved ERB Number, Ship to Location, and a Contact Point and Telephone Number. IFMC will order the product and have it shipped directly to the location indicated on your

purchase order. A partial inventory record reflecting the ordered product will be entered by the IFMC buyer. After receipt of the product, please fax a copy of the packing slip to Rod Wilkening at fax number 888-329-7377 and update the required inventory information into the Remedy AR System. This is essential in order to maintain a complete and accurate inventory. IFMC will invoice you for the amount of the product, and you will have 30 days to pay the invoice. Information on the process to submit your payment electronically to IFMC will be provided in the near future.

As of this date, all purchases and/or leases, software and hardware, will be made by/resold through IFMC using the ERB process. The QIOs/ESRD Networks will be required to cooperate with IFMC by providing prompt inventory information and payment. If the QIO/ESRD Network has not complied with the necessary inventory documentation, and/or payment, no future ERB requests will be considered until the situation has been rectified.